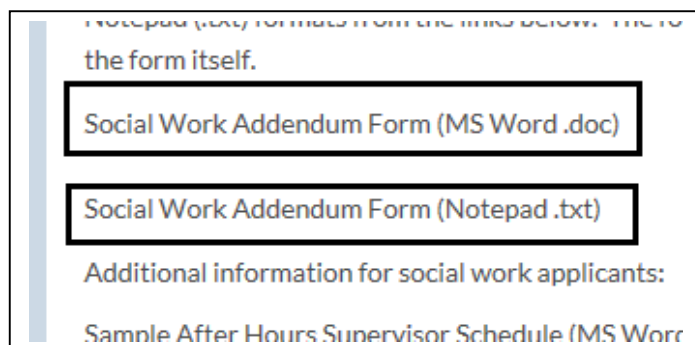


## Social Work Addendum Form Guide

In addition to the online application, applicants for social work positions with both the Department of Social Services and Community Support Services should submit the Social Work Addendum Form. The best method to submit this document is by uploading it into the “Cover Letters and Attachments” section of the “My Career Tools” page of your online application account. This can be accomplished either before or after the online application for a social work job opening has been submitted. The Social Work Addendum Form is available for download or print-out in either Microsoft Word (.docx) or Notepad (.txt) formats from the links below. The form can also be mailed or faxed; the contact information is on the form itself.



### Downloading and completing the Social Work Addendum Form on your computer

1. Select the link to either the MS Word or Notepad format Social Work Addendum Form document.
2. When the “File Download” box opens, select “Save” and save the document to your computer. The default location is usually the My Documents folder. You can also choose some other folder or location on your computer.
3. Once the download is complete, you can select “Open Folder” which will open the folder where the document was placed. Locate the document in the folder, select it and select “Open” from the “File” menu.
4. Type the pertinent information onto the form and then select “Save” under the “File” menu. You can also select “Save As” and give the Addendum form another name while saving the original blank form for future use.

### Uploading the Social Work Addendum Form into the online application

1. Login to your online application.
2. Select the link at the top, “My Career Tools”.
3. In the section at the bottom, “Cover Letters and Attachments”, select the link “+Add Attachment”.
4. From the “Attachment Type” dropdown menu select “Social Work Addendum”.
5. The “Attachment Purpose” can be completed with the words “social work application”, the job opening number etc.
6. Select the link “Add Attachment” under the menus; this brings up the Browse button.
7. Select “Browse” to open the Choose File window, find the location on your computer where you saved the Addendum form, select the form and then select “Open”.
8. Select the “Upload” button. The name of the form should now be the link below the Type and Purpose menus.
9. Select “Save & Return” which will take you back to the central “My Career Tools” section of the online application account. Select “Careers Home” to return to the vacancy listing in order to apply for jobs etc.

ALL documents attached will be visible on **ALL** applications submitted. If you need to update any documents, select the “trash can” icon at the end of the line to delete the document and then upload a new one.